



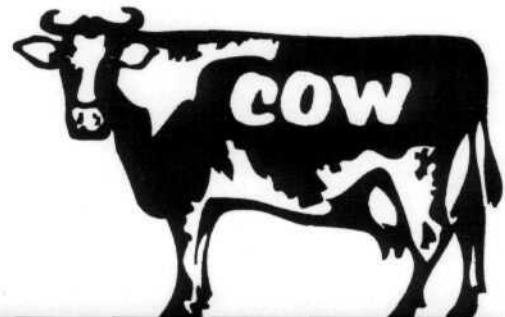
CITY OF SAN DIEGO

Community Orientation Workshop Handbook

COW 2003

Michael T. Uberuaga
City Manager

*This handbook accompanies the Community Orientation Workshop
- a discussion of the roles and responsibilities of the community
planning volunteers as they relate to Citywide planning issues,
community plan preparation, and the development and regulatory
processes of the City*



City of San Diego • Planning Department

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THE CITY OF SAN DIEGO

April 15, 2003

Dear Community Planning Committee Members:

Thank you for participating in the City's Community Orientation Workshop. As a community planning committee member, you are an important component of the land use planning process. The City of San Diego values your input and recognizes the responsibilities entrusted to you. The City Council has established Council Policy 600-24 as the operating procedure for recognized Community Planning Committees. One provision of Council Policy 600-24 is for community planning members to attend this orientation workshop.

Understanding your role and responsibilities, as outlined in Council Policy 600-24, is the most important aspect of the session, as your committee's actions are legally indemnified by your having attended this workshop and acting in accordance with Council Policy 600-24. City staff will explain your role and responsibilities as planning committee members, and provide you with an overview of existing and new processes that are City-community partnerships. While the orientation workshop is not intended to be technical, you will very likely find you will gain greater appreciation for the complexities of the development review and land use planning process by having attended the workshop. This understanding will augment the quality of your participation as a community planning committee member.

Thank you for attending this workshop. Your participation in this process is greatly appreciated.

Sincerely,

S. Gail Goldberg, AICP
Planning Director

SGG/le



CITY OF SAN DIEGO GENERAL INFORMATION

KEY CITY OF SAN DIEGO DECISION FORUMS

THE CITY COUNCIL

In addition to the Mayor, who is elected by all City voters, the City Council is made up of eight **nonpartisan** Councilmembers who are nominated and elected by district. Members serve overlapping four year terms, with Council elections occurring on odd-numbered years (Districts 1, 3, 5 and 7 elected in 1993, 1997, etc., Districts 2, 4, 6 and 8 elected in 1995, 1999, etc.)

The City Council is San Diego's governing legislative body. It is responsible for the City's laws, policies, and programs. As representatives of the citizens, members of the Council have certain authority delegated to them by the City Charter. The Council has the authority to appoint the City Manager; approve all ordinances; resolutions and contracts; adopt the annual budget and provide for revenues; and make or confirm appointments to various City Boards and Commissions.

The Council is organized into four standing committees to facilitate the legislative process: Rules, Finance and Intergovernmental Relations; Natural Resources and Culture; Land Use and Housing; and Public Safety and Neighborhood Services. Each of the four committees meet once or twice a month to hold public hearings and review legislation and departmental actions before such matters are considered by the full Council.

In addition to regular weekly City Council and committee meetings, the Council meets as the San Diego Housing Authority and the San Diego Redevelopment Agency.

Legislative programs from the State and Federal government that affect San Diego are developed for City Council approval by the Department of Intergovernmental Relations. This department maintains offices in Washington D.C., and Sacramento, and it works with federal and state legislatures, agencies and departments on matters of interest to San Diego.

City Council Meetings

The City Council meets weekly in the Council Chambers on the 12th floor of the City Administration Building. Except for holidays or special adjournments, the full City Council meetings weekly on Monday afternoon and all day Tuesday. Planning matters are most often heard on Tuesday.

All Council meetings are open to the public, except for "closed sessions", when the Council discusses personnel or judicial matters. Taking part in the Council meetings are the Mayor, eight Councilmembers, the City Attorney, the City Manager, the City Clerk and interested citizens. The Council's four committees meet twice a month (on Wednesday morning or Wednesday afternoon) on the 12th floor of the City Administration Building.

Council Meeting Procedures

At least five members of the nine-member Council must be present to constitute a quorum. If there is a quorum, the City Clerk "calls the roll" or takes attendance, and the Council begins to transact the City's business.

The Council's business is listed on a printed "docket" or agenda. The Council proceeds item by item on the docket. As consideration of each item is ended, a vote is taken by the Council to approve or reject the item, or to refer it for further study, continue it until a later meeting, file it or take other action. The web site address to access City Council agendas is <http://www.clerkdoc.sannet.gov/Website/city-docket>.

Many of the items on the Council docket have been studied and debated in Committee meetings or have been the subject of written reports from the City Manager or the City Attorney before the Council meets in full session. This procedure permits some items to be acted upon routinely. Other items may call for an extended public and Council discussion before a vote is taken. Any member of the public may be heard on an item, as long as a form with the person's name and address is filled out ahead of time. These forms can be obtained in the Council Chambers or in the 12th floor hallway. Normally, a limit is placed on the amount of time allowed each speaker. Members of the Council then discuss the item and ask the members of the Council to vote. A telephone line to listen to the Council hearing over the phone from remote locations is available at 619-533-4001. The web site address for the San Diego City Council is: <http://www.sannet.gov/city-council/>.

PLANNING COMMISSION

Duties:

Conducts hearings on special use permits, all re-zoning, all community plans, and the General Plan. Considers land use ordinances and such other improvements as Council may, or by ordinance, determine. The Planning Commission meets weekly on Thursdays. The web site address for San Diego Planning Commission is: <http://www.sannet.gov/planning-commission>.

Appointment:

Appointed by the Mayor and confirmed by the City Council.

BOARD OF ZONING APPEALS

Duties:

To hear and determine appeals from the rulings, decisions and determinations of the Zoning Administrator, granting or denying applications for conditional use permits, or for other permits, or for variances from the zoning provisions of the Municipal Code or zoning ordinances. Three members of the Board shall constitute a quorum. The affirmative vote of not less than three members shall be necessary for any action of the Board.

Appointment:

Appointed by the Mayor, confirmed by the City Council.

HISTORICAL RESOURCES BOARD

Duties:

To advise the Mayor, City Council, City Planning Commission, Park and Recreation Board and City Manager on issues relating to the identification, protection, retention and preservation of historical resources in the City. The Historical Resources Board's monthly agendas can be accessed via the World Wide Web: <http://www.sannet.gov/historical/a012700.html> via the world

wide web. Complete details regarding the Historic Resources Board can be found in Section 111.0206 of the Land Development Code.

Appointment:

Appointed by the Mayor and confirmed by the City Council.

SAN DIEGO HOUSING COMMISSION

Duties:

Investigate and improve dwelling conditions in the City of San Diego. Review and recommend revisions, actions, including recommendations on all matters before the Housing Authority. Approve plans, specifications, agreements, expenditures and such other matters as the Housing Authority may from time to time delegate by resolution to the Commission. The web site for the San Diego Housing Commission is:

Appointment:

Appointed by the Mayor, confirmed by the City Council. If the Mayor does not appoint a member within 45 days after a vacancy occurs, the Council shall make such appointment. Councilmembers may be appointed as members of said Commission in those membership positions other than the two (2) low-income tenant positions.

PARK AND RECREATION BOARD

Duties:

Advise the Council through the City Manager on public policy matters relating to the acquisition, development, maintenance and operation of parks, beaches, playgrounds, and recreational activities; review the recreational program; coordinate the work of such committees as may be established; conduct investigations, studies and hearings.

Appointment:

Appointed by the Mayor, confirmed by the City Council.

HEARING OFFICER

Duties:

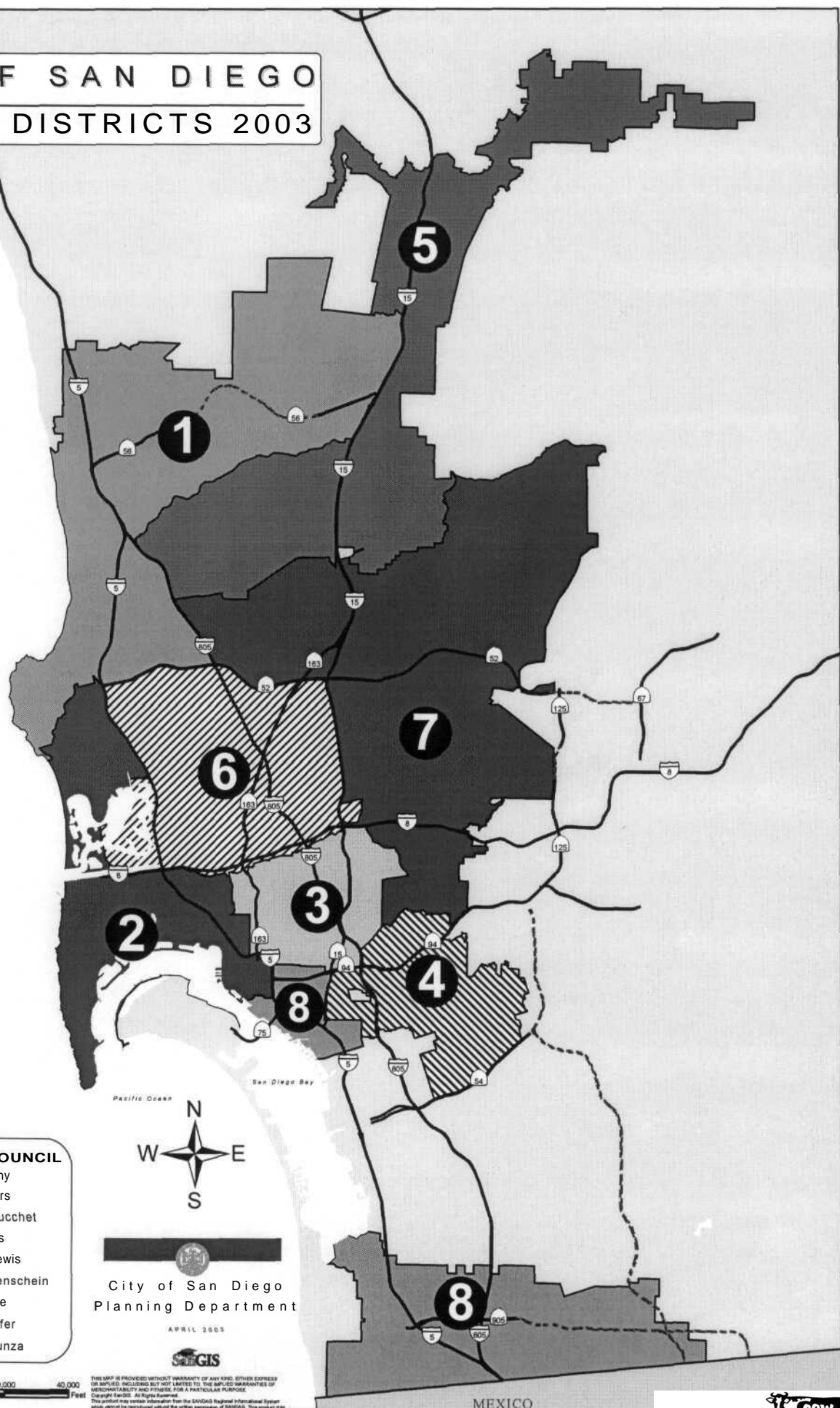
The Hearing Officer acts as the decision maker for permits, maps, and other matters in accordance with the decision-making procedures of the Land Development Code. The Hearing Officer shall preside at a public hearing and make an impartial decision on a permit, map, or other matter based on the application, written reports prepared prior to the hearing, and information received at the hearing.

Appointment:

Appointed by the City Manager

CITY OF SAN DIEGO

COUNCIL DISTRICTS 2003



- MAYOR AND CITY COUNCIL**
 MAYOR - Dick Murphy
- 1ST DISTRICT - Scott Peters
 - 2ND DISTRICT - Michael Zucchet
 - 3RD DISTRICT - Toni Atkins
 - 4TH DISTRICT - Charles Lewis
 - 5TH DISTRICT - Brian Maienschein
 - 6TH DISTRICT - Donna Frye
 - 7TH DISTRICT - Jim Madaffer
 - 8TH DISTRICT - Ralph Inzunza

City of San Diego
 Planning Department
 APRIL 2003

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MEXICO



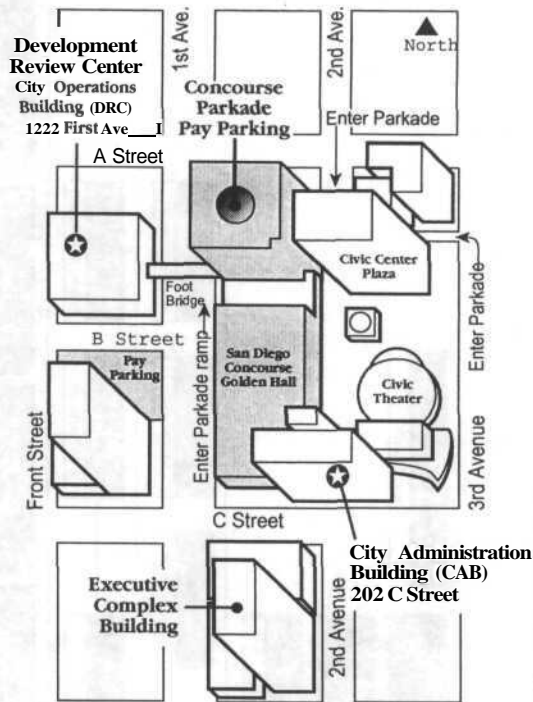
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CITY OF SAN DIEGO FACILITIES & ADDRESSES

Directions to:

City Administration Building,
Civic Center Plaza and Executive Complex

- From Interstate 5 South:
Exit Front Street, turn
Right on 2nd Avenue and
continue straight to A St.
- From Interstate 5 North:
Exit 6th Avenue (turn left),
continue to Ash Street,
turn Right on Ash, continue
to 2nd Avenue and turn left.
- From Highway 163:
Exit Ash Street, and turn
Left on 2nd Avenue.



CHARLES C. DAIL CONCOURSE AND VICINITY

CITY ADMINISTRATION BUILDING

202 C Street
San Diego, CA 92101

3rd Floor	Redevelopment
4th Floor	Land Use and Facilities Planning
5th Floor	Planning Administration MSCP Transportation Planning

CIVIC CENTER PLAZA

1200 Third Ave.
San Diego, CA 92101

1st Floor	Treasurer's Cashier & Business Lic./Tax Employment Information
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DEVELOPMENT SERVICES CENTER

1222 First Avenue
San Diego, CA 92101

2nd Floor	Engineering Maps & Records
3rd Floor	Development Services Reception Development & Permit Information Process 2000
4th Floor	Regional Permit Assistance Center
5th Floor	Land Development Review

EXECUTIVE COMPLEX

1010 Second Avenue
San Diego, CA 92101

6th Floor	Neighborhood Code Compliance, Administration
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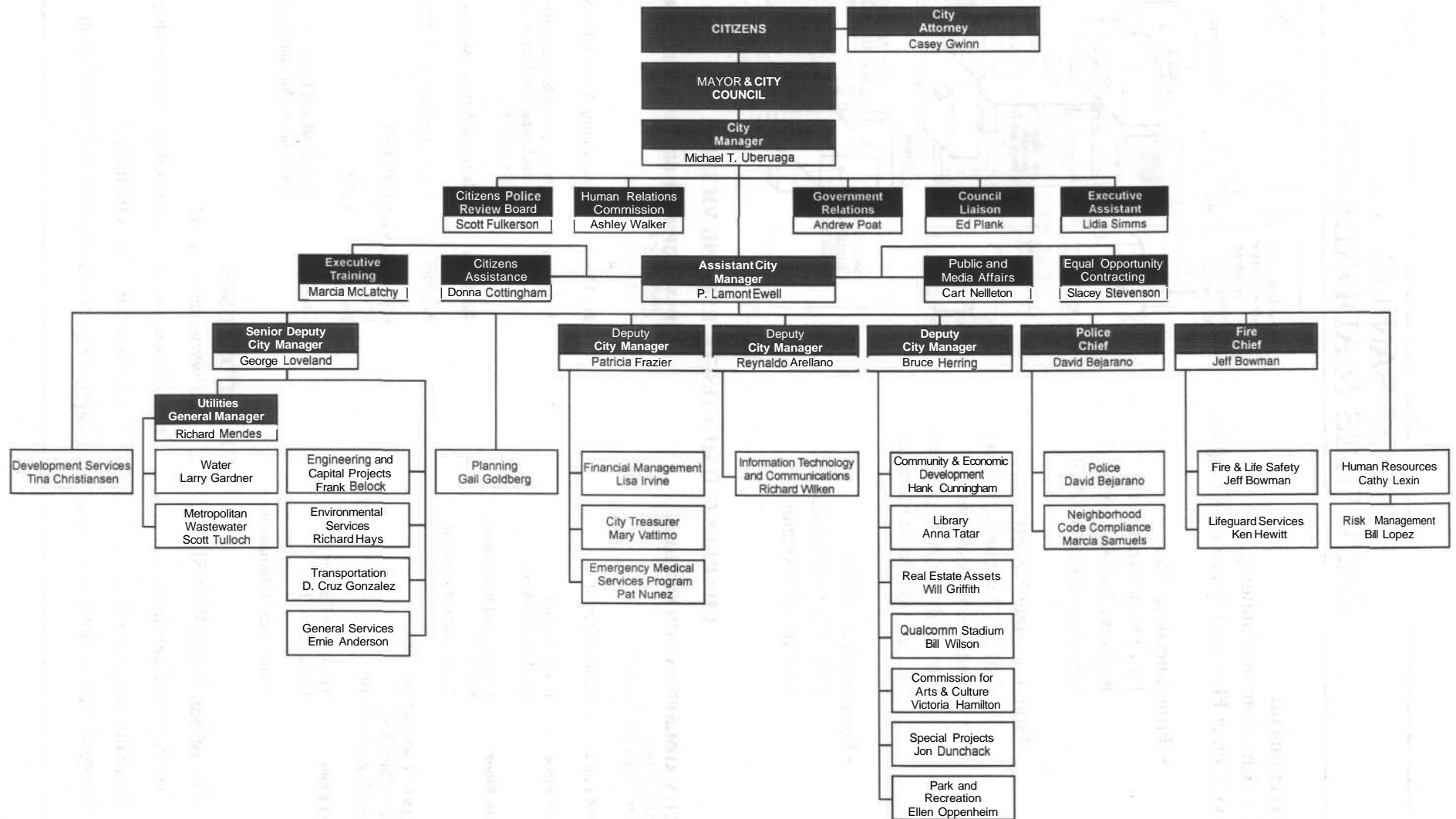
WEB ADDRESSES

City of San Diego Web Site.....	http://www.sannet.gov/
Development Services.....	http://www.sannet.gov/development-services
Planning Department.....	http://www.sannet.gov/planning
General Plan Update.....	http://www.ci.san-diego.ca.us/general-plan

RP



City Organizational Structure



A-10



City Organizational Structure Department Detail

